# Peer Review JAD Meeting

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| **Date:** | March 14, 2005, |
| **Time:** | 10:00 a.m. – 12:00 p.m. |
| **Location:** | Rockledge 2, Room 6087 |
| **Advocate:** | Eileen Bradley |
| **Business Analysts:** | Mark Siegert; Sophonia Simms |

**Requirements Analyst:** Daniel Fox

**Next Meeting:**  **Monday, March 28, 10:00 a.m. –12:00 p.m., Rockledge 2, Room 6087**

## Action Items

1. (Sophonia Simms) Create an independent document based on collected information of small clusters of SRAs, CMOs, OPDIVS, RR, and GTAs.

## Documents

1. Conduct Peer Review Activities Model (in progress)

## Editing Conduct Peer Review Document

### *Introduction to Meeting*

Sophonia Simms reviewed the ongoing work on the Conduct Peer Review document. That process continued at this meeting, with the group verifying and confirming the working business model. Sophonia also stated that the group needs to focus on breaking down this document to a lower level so that there can be further modeling of the process. At the last meeting, held on February 28th, group members were asked to compile a list of duties specific to their roles within the pre-meeting, meeting and post-meeting process. The groups broke down into smaller clusters based on the following positions:  Scientific Review Administrators (SRA), Committee Management Officers (CMO), Operating Divisions (OPDIV), Receipt and Referral (RR), and Grants Technical Assistants (GTA). Sophonia handed out large pieces of paper for the smaller clusters on which to write down their activities. After they were finished compiling these lists, they presented their lists to the group. These collections will be used to create the Peer Review Business model.

**Action: (Sophonia Simms) Create an independent model based on collected information of small clusters of SRAs, CMOs, OPDIVS, RR, And GTAs.**

### *Small Cluster Presentations*

**1.) CMO (Pre-Meeting, Meeting, Post-Meeting)**

*Assign Applications*

- Once an application is assigned to a specific SRA, a skeleton meeting is created and monitored by CMO.

*Create / Maintain Meeting*

- CMOs do not determine types of meetings, but they do consult with those involved in creating meetings. This consultation is a global activity, occurring throughout the process.

- Add a Travel Arrangements box.

     1. Travel Reimbursement needs to be present in this column. This repayment is done through the Scientific Review and Evaluation Award (SREA) office.

     2. Non-basic travel needs approval from SREA office, and then verification through the CMO.

- CMOs create Federal Register notices for publication in the Federal Register. These notices are often amended, so there should be enough time allotted to that process.

*Produce Post-Meeting Results*

- Add an Official Meeting File box, noting the following process: GTA→SRA→CMO.

- CMOs are responsible for keeping the following forms on file: meeting minutes, Conflict of Interest (COI) information, meeting agenda, the roster, and a list of grants.

- Add a Collect / Process of Reimbursement of (non-federal) Reviewers for hotels and vendors box.

## 2.) RR (Pre-Meeting)

*Receive Competing Applications*

- This entire column goes through RR.

- An Awaiting Receipt of Application (ARA) box should be present in this column. .

*Assign Applications to IC/IRG*

- This entire column goes to IC for review, which then goes to RR.

## RR (Meeting)

None

## RR (Post-Meeting)

*Produce Post Meeting Results*

- RR's post-meeting responsibilities occur during deferrals, under the Enter Scores box.

- The 901 change process is a global activity, since they can happen before and after a Score Release.

Eileen Bradley asked about an estimated release date for the new electronic 901 Change Request process. Ellen Liberman, who sits in on the weekly 901 Request meeting, stated that they are still in a development stage, but that she believes it is on the current budget and should be released by the end of the fiscal year.

## 3.) GTA (Pre-Meeting)

*Assign Applications to IC/IRG*

- The GTA's responsibility here is to input these application assignments into IMPAC II.

- Administrative Review is included in the activities performed by the GTA.

*Create/Maintain Meetings*

- The GTA's duties go along with the SRA's duties here, in that the GTA inputs the type, date, and location (i.e., mechanism) of a meeting, that has been determined by the SRA, into IMPAC II. *(Note: The SRA group suggested that under Meeting Mechanism, there be a box entitled Format, to properly illustrate aspects of the meeting, such as date and location and type.)*

- Similarly, while the SRA determines whether or not a meeting complies with the Federal Advisory Committee Act (FACA), the GTA enters that information into IMPAC II.

- GTAs make sure that the Federal Register Notice request gets to the CMO.

*Organize Meeting*

- The GTAs would like to change "Assign Application" to "Assign Review Application."

- The GTAs receive instruction from SRAs about setting the order of review, and then entering it into IMPAC II.

- GTAs add the agenda into IMPAC II.

- GTAs input the SRA-utilized Internet Assisted Review (IAR) into IMPAC II.

- GTAs order CDs.

- As far as determining meeting logistics, GTAs are responsible making hotel arrangements.

## GTA (Meeting)

- GTAs compile score sheets, perform note taking, and make sure that meeting minutes get signed.

*Organize Meeting*

- GTAs deal with breakdown after meetings, including shredding documents and cleaning the room.

- The group decided to change the "Conduct SRA Evaluation" to "Follow-up" for function clarification. "Conduct SRA Evaluation" will now go under "Conduct Scientific Review," which will be moved after "Organize meeting."

## GTA (Post-Meeting)

*Conduct Peer Review*

- GTAs are responsible for entering scores, entering codes, generating post meeting data and artifacts as well as summary statements, and processing expenses.

*Produce/Post Meeting Results*

- GTAs will take all minutes and meeting materials to the CMO. This will be a new box.

*Global Issues*

- GTAs keep constant communication with Applicants and Reviewers.

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- GTAs sometimes make 901 changes.
- GTAs Generate Correspondence.

## Next Meeting

At the March 28th meeting, the SRAs will continue to define activities associated with their roles within the pre-meeting, meeting, and post-meeting process. Also, since group members have other roles with overlapping duties, those non-represented roles will be addressed next time.

## Attendees

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| Bradley, Eileen | Ellis, Bonnie | Fox, Daniel | Greenberg, Linda |
| Jaffe, Deborah | Li, Xiang-Ning | Liberman, Ellen | Musto, Neal |
| Paugh, Steve | Petrosian, Arthur | Scheig, Bill | Shabestari, Behrouz |
| Sigler, Kristeena | Simms, Sophonia | Tatham, Tom | Valeda, Kay |